

Code: 0232
Administrative Service
Clerical, Accounting and General Office Group
Cash Receiving and Disbursing Series

CLASS TITLE: **Assistant Manager of Audit and Finance**

CHARACTERISTICS OF THE CLASS: Under direction, assists in coordinating auditing and finance administration activities for the enhancement and cost effectiveness of health benefits and life insurance programs provided to City employees and annuitants; and performs related duties as required.

ESSENTIAL DUTIES: Assists in establishing standards for benefit coverage and audit procedures ensuring uniformity and adequacy of coverage for employees and annuitants; assists in developing program objectives and criteria for the scope of services to be provided by benefit vendors and third party administrators; drafts requests for benefits program proposals detailing the technical specifications required for partnership participation of vendors and third party administrators; prepares documents to set criteria for contract bids and for bid selection; participates in evaluating and ranking vendor proposals and making selection recommendations to the Benefits Committee; participates in negotiating price, terms and services with selected vendors; monitors the work of staff engaged in compiling and analyzing cost data in connection with insurance benefits ensuring maximum coverage at competitive prices; compiles cost projections and trend analyses required for the preparation of program budgets and contract negotiations.

RELATED DUTIES: May represent the City in meetings with vendors and third party administrators; prepares reports using cost data from benefits expense records in order to budget finance appropriations and forecast trends in benefits spending.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Finance or a related field supplemented by four years of progressively responsible experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of benefits and insurance programs. Good knowledge of contract administration procedures. Good knowledge of budget management principles. Knowledge of ordinances, laws and statutes affecting benefits and life insurance coverage.

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CLASS TITLE: **Assistant Manager of Audit and Finance** (Cont'd)

Ability to monitor costs and provide financial analyses of the City's benefits programs. Ability to analyze insurance packages and

recommend cost effective and appropriate coverage. Ability to develop auditing systems and procedures. Ability to manage the contract process.

Considerable skill in providing financial oversight of benefits programs. Considerable skill in auditing benefits and life insurance programs. Good oral and written communication skills.

Working Condition. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be and inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 1998